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Commissioners

September 09, 2014

The Honorable Board of Commissioners  
Housing Authority of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

1-H September 9, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**AMENDMENTS TO TEMPORARY PERSONNEL EMPLOYMENT SERVICES CONTRACTS  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter recommends approval of amendments to the Housing Authority's existing contracts with Lloyd Staffing and Hart Employment Services, to increase the annual amount by \$75,000 per year, to a total of \$175,000, for temporary personnel employment services for the Housing Authority.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Executive Director or his designee to amend the contracts with Lloyd Staffing and Hart Employment Services, to increase the aggregate annual amount by up to \$75,000 per year, to a total of \$175,000, for temporary personnel employment services for the Housing Authority.
2. Authorize the Executive Director or his designee to further amend the contracts with Lloyd Staffing and Hart Employment Services, to modify the scope of work, to increase the annual compensation by up to 10% as needed for unforeseen costs, and if necessary, to terminate the contracts.
3. Authorize the Executive Director to extend the time of performance for up to two years, in one-year increments, at the same annual cost of \$175,000 plus contingency, using funds as needed to be approved through the annual budget process.
4. Find that the approval of amendments to the existing contracts for temporary personnel employment services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On December 1, 2013, the Housing Authority entered into contracts with Lloyd Staffing and Hart Employment Services for temporary personnel employment services. These contracts did not require Board approval at the time because they were not to exceed the aggregate amount of \$100,000, the Executive Director's delegated authority. Since that time, the Housing Authority's need for temporary personnel has increased beyond the level anticipated in the original contracts. For this reason, we are seeking authority to increase the aggregate amount of the contracts by \$75,000 to a total of \$175,000.

## **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund.

The additional \$75,000 for the remainder of the first year of the contracts is comprised of Operating Funds from the Housing Management Division and Housing Choice Voucher Program Administrative Fees from the Assisted Housing Division. The total amount of funds is available within the Housing Authority's approved Fiscal Year 2014-2015 budget.

If extended, the cost of the second and third years of the contracts will remain at the same annual amount of \$175,000, using funds to be requested through the Housing Authority's annual budget approval process.

A 10% contingency, in the amount of \$17,500 per year, is also being set aside for any unforeseen needed temporary personnel employment services, using the same source of funds described above.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contracts provide temporary personnel employment services throughout the agency, on as needed basis. Without these services, the Housing Authority would be short-staffed and productivity would decrease. The use of temporary personnel employment services is crucial in order to continue job efficiency in a cost-effective manner.

The proposed services are being primarily federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, both contractors must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

On August 27, 2014, the Housing Commission recommended approval of the proposed contract amendments.

## **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment.

The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On May 3, 2013, a Request for Proposals (RFP) process was initiated to identify temporary personnel employment agencies able to provide needed temporary personnel employment services for the Housing Authority. The Housing Authority's vendor list was used to email notices to 206 vendors and an announcement was also posted in the County's WebVen website. A copy of the RFP was posted on the Housing Authority's website.

A total of 15 proposals were received by the submission deadline of May 21, 2013. The proposals were reviewed by a panel of three Housing Authority and Commission representatives. Each proposer provided a cost for each job classification and was ranked according to the evaluation criteria established in the Solicitation Package. After reviewing all proposals, the Housing Authority selected Lloyd Staffing and Hart Employment Services, the two highest ranked proposers, for the contract awards.

The Summary of Outreach Activities is provided as Attachment A.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed contract amendments will provide needed temporary personnel employment services for the Housing Authority.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN

Executive Director

SR:MF:ng

Enclosures

## ATTACHMENT A

### Summary of Outreach Activities

#### Temporary Personnel Employment Services

Beginning on May 3, 2013, the following outreach was initiated to identify qualified contractors to provide temporary personnel employment services to the Housing Authority.

A. Announcement

The solicitation Notice was posted on the Housing Authority website and the County WebVen for 16 days.

B. Distribution of Notices

The Housing Authority's vendor list was used to email out notices to two hundred and six vendors. The solicitation package was downloaded 78 times.

C. Proposal Results

On May 21, 2013, 15 proposals were received. One proposal did not meet the minimum requirements and was not considered for further review. Fourteen proposals were forwarded to the three-member evaluation committee for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (experience, background, references, etc.), approach to providing the services, quality control, Section 3 and costs. The final evaluation results are as follows:

#### CATEGORY I NON-INFORMATION TECHNOLOGY CLASSIFICATIONS

Rankings	Evaluation/Final Score
Lloyd Staffing	882
Hart Employment Services	826
HR Management, Inc.	766
AppleOne Employment Services	761
TS Staffing Services, Inc.	739
JM Staffing	729
Partenrs in Diversity, Inc.	716
LA Business Solutions	661
New Leaf Staffing, Inc.	638

CATEGORY II  
INFORMATION TECHNOLOGY CLASSIFICATIONS

Rankings	Evaluation/Final Score
Hart Employment Services	835
Lloyd Staffing	781
Sierra	705
AppleOne Employment Services	693
TS Staffing Services, Inc.	634
Partners in Diversity, Inc.	609
JM Staffing	597
HR Management, Inc.	571
Commercial Programming Systems, Inc.	566
NTT Data	507
Odesus	507
New Leaf Staffing, Inc.	503

Based on the above information, adherence to current procurement requirements, and our review of available documents to date, it is recommended that Lloyd Staffing and Hart Employment be awarded a contract for Temporary Personnel Employment Services.

D. Minority/Women Participation – Selected Agencies

Name	Ownership	Employees
Hart Employment Services	Women Owned	Total: 5 1 (20%) Minorities 1 (20%) Non-Minority 3 (60%) Women
Lloyd Staffing	Non-Minority	Total: 73 8 (11%) Minorities 13 (10%) Non-Minority 52 (71%) Women

E. Minority/Women Participation – Firms Not Selected

Name	Ownership	Employees
AppleOne	Women Owned	Total: 1661 209 (13%) Minorities 211 (13%) Non-Minority 1,241 (75%) Women

Ardan Staffing Solutions	N/A	N/A
Commercial Programming Systems, Inc.	Non-Minority	Total: 47 18 (38%) Minorities 14 (30%) Non-Minority 15 (32%) Women
HR Management, Inc.	Minority	Total: 12 4 (33%) Minorities 0 (00%) Non-Minority 8 (67%) Women
JM Staffing	Minority	Total: 47 0 (00%) Minorities 0 (00%) Non-Minority 2 (04%) Women
LA Business Personnel, Inc.	Minority	Total: 47 0 (00%) Minorities 3 (06%) Non-Minority 5 (11%) Women
New Leaf Staffing, Inc.	Minority	Total: 4 1 (25%) Minorities 0 (00%) Non-Minority 1 (25%) Women
NTT Data	Minority	Total: 4,900 1,131 (23%) Minorities 3,080 (63%) Non-Minority 689 (14%) Women
Odesus, Inc.	Non-Minority	Total: 15 0 (00%) Minorities 4 (27%) Non-Minority 11 (73%) Women
Partners In Diversity, Inc.	Minority	Total: 5 0 (00%) Minorities 1 (20%) Non-Minority 4 (80%) Women
Sierra Gybernetics, Inc.	Non-Minority	Total: 23 8 (00%) Minorities 7 (00%) Non-Minority

		8 (04%) Women
Staffmark	Non-Minority	Total: 994
		73 (00%) Minorities
		200 (00%) Non-Minority
		724 (04%) Women
TS Staffing Services, Inc.	Non-Minority	Total: 122
		36 (30%) Minorities
		10 (08%) Non-Minority
		76 (62%) Women

The Housing Authority conducts ongoing outreach to encourage participation by minorities and women in the contract award process, including: providing information at local and national conferences, expos and vendor fairs, and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.